

WISCONSIN DEPARTMENT OF HEALTH AND FAMILY SERVICES
Division of Health Care Financing
1 W. Wilson St.
Madison WI 53702

To: Food Stamp Handbook Holders

From: Cheryl McIlquham, Director
Bureau of Health Care Eligibility

Re: **FS Handbook Release 03-04**

Release Date: August 11, 2003

Effective Date: August 11, 2003

EFFECTIVE DATE

Implement the instructions at application, recertifications, and change, or, if you wish, earlier. The following policy additions or changes are effective 08/11/03, unless otherwise noted. Bold text denotes new text. Italicized text denotes deleted text.

POLICY CHANGES

FS Handbook Release emails

A new email notification method will be used to notify Food Stamp Handbook users of handbook releases. Go to http://www.dhfs.state.wi.us/em/policy_notification/signup.htm and enter your email address and check the Food Stamps box. CARES and Policy coordinators will continue to receive an email when a handbook release is made.

Logic Flow Introduction Unit Overview

Old Policy: Review Date

You must review a FS group's eligibility within certain time frames. The length of time between review periods varies based on factors such as *job stability, age, and medical condition*.

New Policy: Review Date

You must review a FS group's eligibility within certain time frames.

Food Units with no earned income that only include individuals who are elderly, blind, or disabled must be reviewed every 12 months. All other food units must be reviewed every 6 months.

Asset Test and Divestment Q. 1

Old Policy: Is at least 1 member of this FS group age 60 or older?

New Policy: Effective 10/01/02

Is at least 1 member of this FS group age 60 or older **or disabled**?

Review Date Unit

FS Change Reporting Requirements from OM 03-42 were included in this logic flow unit. Questions regarding exceptions for review date policy were deleted. There is only 1 question in this unit now.

New Policy: Q. 1

Does the group consist entirely of elderly, blind, or disabled individuals where there is no earned income in the group?

If yes, review in 12 months.

If no, review in 6 months.

01.02.01

Clarified Policy: The term “FS group” was changed to “food unit” in the example. The food unit is being formed, not the FS Group.

04.06.00

The last two sentences were removed and a new subsection was added to explain derivative citizenship.

Old Policy: Gaining Citizenship

At application and review, aliens must be asked if they have become citizens. If an alien becomes a citizen, end date the alien sequence on CARES screen ANAR after verifying citizenship. This automatically updates the individual's citizen Y/N switch on ANDA to Y. *Minor alien children will receive derivative citizenship when one or both parent(s) become(s) a citizen. In that case, revise ANAR for alien children also.*

Clarified Policy: Gaining Citizenship

At application and review, aliens must be asked if they have become citizens. If an alien becomes a citizen, end date the alien sequence on CARES screen ANAR after verifying citizenship. This automatically updates the individual's citizen Y/N switch on ANDA to Y.

04.06.01

This section was added to clearly explain Derivative Citizenship.

Clarified Policy: Effective 02/27/01 **Derivative Citizenship**

A child born outside of the US automatically becomes a citizen of the US when ALL of the following conditions have been fulfilled:

- 1) At least one parent of the child is a citizen of the US, whether by birth or naturalization, and**
- 2) The child is under the age of eighteen years, and**
- 3) The child is residing in the US in the legal AND physical custody of the citizen parent pursuant to a lawful admission for permanent residence.**

If a child becomes a derivative citizen, revise CARES screen ANAR for the child

09.03.01

This section on Military Absence was clarified and the example was rewritten.

Old Policy: Military Absence

Someone absent solely for full-time service in the military isn't considered temporarily absent (09.03.00), and is not in the food unit. Income and assets from someone outside of the food unit are not budgeted (01.02.00).

If military income is direct deposited into an account jointly owned by the person in the military and a member of the food unit, it will be counted as an asset for the food unit in the month after receipt.

Example 1: *Sam and Betty are married, have 2 children, and are receiving Food Stamps. Sam is a reservist in the army and has been called to active duty. He will be living away from his family. He will now receive army pay and that will be direct deposited into a joint account that Sam and Betty share. Sam's income will not be budgeted to the food unit because Sam is no longer in the food unit. However, if the money from Sam's army pay is still in the account in the next calendar month, it becomes an asset (11.01.04.01,*

12.02.30).

Clarified Policy: Military Absence

Someone absent solely for full-time service in the military isn't considered temporarily absent (09.03.00), and is not in the food unit. Income and assets of someone outside of the food unit are not budgeted (01.02.00, **12.02.30**).

If military income is direct deposited into an account jointly owned by the person in the military and a member of the food unit, it will be counted as an asset for the food unit in the month after receipt (**12.01.05**). **However military allotments paid to a spouse or dependent of the person in the military is budgeted as unearned income as long as the spouse or dependent is a member of the food unit.**

Example 1: **Maria and Jesus are a married couple with two children and are receiving food stamps. Maria is a reservist in the army and has been called to active duty. She will be living away from her family while on active duty. She will now receive active army pay which will be direct deposited into a joint account that Maria and Jesus share.**

Maria's army pay will not be budgeted to the food unit because Maria is no longer in the food unit (12.01.05). If Jesus receives a Military allotment for himself, and for his and/or their children due to the fact that Maria is on active duty, that payment would be budgeted as unearned income.

12.01.05

A new subsection was added to the Income appendix to explain how to process direct deposit income.

New Policy: Direct Deposit Income

Income of a non-food unit member is not budgeted as income for the food unit (12.02.30, 01.02.00). This is true whether the income is earned or unearned. If the income of a non-food unit member is directly deposited into an account jointly owned by a food unit member, it is counted as an asset for the food group in the month following receipt.

Example 1: Sam and Betty are receiving Food Stamps. Sam is a reservist in the army and has been called to active duty. He will be living away from Betty. He will now receive army pay which will be direct deposited into a joint account that Sam and Betty share. Sam's income will not be budgeted to the food unit because Sam is no longer in the food unit. However, if the money from Sam's army pay is still in the account in the next calendar month, it becomes an asset (11.01.04.01, 12.02.30).

12.02.01.01

FS Change Reporting Requirements from OM 03-42 were included in this subsection on Changes to Monthly Unearned Income.

Old Policy: The FS group must report a change of more than \$25.00 a month in unearned income or a change in source of the unearned income. Both changes must be reported to the FS Agency within 10 days of the date the change is known to the household.

Child Support Exception: Changes in child support income of \$100 or more must be reported within 10 days. Changes of less than \$100 in child support, family maintenance, alimony, or child support arrears

need not be reported. However, any reported changes must be acted on timely by the worker.

New Policy: Effective 07/26/03 **There are two change reporting policies, depending on the recertification period of the AG.**

1) FS AGs with six month reviews will only be required to report if the total monthly gross household income exceeds 130% of the Federal Poverty Level (FPL). This change must be reported by the 10th of the month following the month in which the income exceeded 130% of the FPL. See 18.01.02.

2) FS AGs with 12 month reviews (EBD AGs with no earnings in the AG) must report a change of more than \$50 a month in unearned income or a change in source of the unearned income. Both changes must be reported to the FS Agency within 10 days of the date the change is known to the household.

Child Support Exception: Changes in child support income of \$100 or more must be reported within 10 days for AGs with 12 month review dates. Changes of less than \$100 in child support, family maintenance, alimony, or child support arrears need not be reported.

Note: Any reported changes must be acted on timely by the worker, regardless of the recertification period of the AG.

12.03.01.02

FS Change Reporting Requirements from OM 03-42 were included in this subsection on Changes to Earned Income.

Old Policy: FS groups *with earned income and a 6-month certification* must report a change in:

1. The source of the income.
2. Salary or wage rate.
3. Full-time or part-time employment status as defined by the employer.

Changes must be reported to the FS agency within 10 days of the date the change is known to the household, except for reporting receipt of a new job. Then the change must be reported within 10 days from when the jobs starts.

Workers must act on all reported changes.

New Policy: Effective 07/26/03 FS groups with **12-month reviews** (EBD AGs with no earnings) must report a change in the source of the earned income, such as a new job or beginning self-employment.

Changes must be reported to the FS agency within 10 days of the date the change is known to the household, except for reporting receipt of a new job. Then the change must be reported within 10 days from when the jobs starts.

Workers must act on all reported changes.

FS AGs with **six month reviews** will only be required to report if the total monthly gross household income exceeds 130% of the Federal Poverty Level (FPL). This change must be reported by the 10th of the month following the month in which the income exceeded 130% of the FPL. See 18.01.02 and 21.01.10.

Workers must act on all reported changes.

12.03.11

The "Green Thumb" program was renamed to "Experience Works."

Old Policy: Disregard income from the Title V Senior Community Service Employment Program (SCSEP) of the Older Americans Act. Organizations that receive Title V include, but are not limited to, the:

1. *Green Thumb Program.*

Clarified Policy: Disregard income from the Title V Senior Community Service Employment Program (SCSEP) of the Older Americans Act. Organizations that receive Title V include, but are not limited to, the:

1. **Experience Works Program.**

13.05.02.01

Example 1 was rewritten and the use of tax forms was clarified in this section on self-employment anticipated earnings.

Old Policy: To anticipate earnings:

3. Use the 6 months' average until the person reports a completed IRS tax form or a change in circumstances at or between reviews.

Example 1: Bob completes a SEIRF for his new business. His income was:

Month 1 \$50

Month 2 40

Month 3 60

Month 4 -20

Month 5 -30

Month 6 20

Total 120

\$120 /6 (months) = \$20 a month income.

Clarified Policy:

3. Use the 6 months' average until the person reports a completed IRS tax form **for the year during which the SEIRF average was established** or a change in circumstances **occurs at** or between reviews.

Example: Jessica applies for FS March 2003 and had started self-employment in November 2002. The agency starts a six-month SEIRF average because the business hasn't been in business 6 months. At the September review, no significant change is reported and the worker continues to use the 6-month SEIRF until the 2003 taxes are completed.

13.05.03.03

The rates for meal reimbursements for self-employed child care providers has increased.

Old Policy:

TIER 1

Breakfast \$0.98

Lunch or Supper \$1.80

Supplement (snacks) \$0.53

TIER 2

Breakfast \$0.37

Lunch or Supper \$1.09

Supplement (snacks) \$0.14

New Policy:

TIER 1

Breakfast **\$0.99**Lunch or Supper **\$1.83**Supplement (snacks) **\$0.54****TIER 2**Breakfast **\$0.37**Lunch or Supper **\$1.10**Supplement (snacks) **\$0.15**

16.05.02

Old Policy: Do not allow:

1. Maintenance
2. Payments made in accord with a property settlement.
3. Lying in costs for the birth of a child.

Clarified Policy: Do not allow:

1. Maintenance,
2. Payments made in accord with a property settlement,
3. Lying in costs for the birth of a child,
4. **The annual child support R&D fee, or**
5. **An employer's check withholding fee.**

21.01.00

The Combined Application Form was replaced with the new HFS 16019A Food Stamp Application.

Old Policy: The *Combined Application Form* must be readily accessible to potentially eligible FS recipients who choose not to set a filing date the same day they are in the FS office.

New Policy: The **Food Stamp Application (HFS 16019A)** must be readily accessible to potentially eligible FS recipients who choose not to set a filing date the same day they are in the FS office.

21.01.07

Old Policy:

If a household is eligible for expedited services (see 21.01.06) s/he must provide verification of identity before benefits can be issued. Requiring other mandatory verification should be postponed if it would delay benefits. If other mandatory verification items are readily available, verify and indicate in CARES. See 22.01.00.

Clarified Policy:

If a household is eligible for expedited benefit issuance (see 21.01.06) it must only provide verification of identity of the primary person before the expedited benefits can be issued. If any other required verification is readily available, it must be used in the initial eligibility determination. Other outstanding required verification items must be requested, however do not delay the issuance of expedited benefits pending the receipt of other requested verification. CARES will deny ongoing months with a failure code reason related to expedited verification requirements. See 22.01.00

If requested verification is not received, the AG will remain closed due to failure to provide requested expedited verifications (codes 152, 153, or 154). In these cases, it is not necessary for a worker to enter "NV" codes at the end of the 30 day application processing period in order to deny ongoing FS benefits.

There is no limit to the number of times a household can be certified under expedited procedures as long as the household:

1. **submitted all the required verifications within the last 30 day application processing period following an expedited issuance, or**
2. **was certified under normal processing standards since the last expedited certification.**

21.02.00 FS Change Reporting Requirements from OM 03-42 were included in this subsection.

Old Policy: Certification periods for most FS AGs is 6 months with the exception of Elderly, Blind, or Disabled (EBD) cases.

New Policy: Effective 07/26/03 Certification periods for most FS AGs is 6 months with the exception of Elderly, Blind, or Disabled (EBD) cases **with no earned income. EBD AGs with no earned income in the AG receive a certification period of 12 months. See 25.13 of the Processing Guidelines chapter for change reporting requirements based on the certification period for an AG.**

21.03.00 The information from subsection 21.03.01 Normal Review Date was moved here and section 21.03.01 was deleted. The policy did not change.

21.03.01 The information from this subsection on Normal Review Date was moved to 21.03.00 and this section was deleted.

21.03.03 This subsection on Reviews for Strikers was deleted since there are no more exceptions for reviews for this type of AG.

21.03.04 This subsection on Reviews for Unstable FS Groups was deleted since there are no more exceptions for this type of AG.

21.03.05 This subsection on Reviews for the Elderly or Unemployable was deleted since there are no more exceptions for this type of AG.

21.03.05.01 This subsection on Reviews for Elderly or Unemployable Legal Aliens was deleted since there are no more exceptions for this type of AG.

22.03.04 Example 2 was deleted and this section was rewritten to be more clear.

Old Policy: Verify continuing monthly expenses for food unit members to maintain occupancy of the current residence. Some examples of these expenses are rent, mortgage, condo and association fees, property taxes, assessments, and homeowner's insurance. Verify utility expenses to determine if the food unit qualifies for a utility standard. See 16.08.00 and 18.03.00.

Shelter and Utility expenses need to be verified at application, at review when changes are reported, when the group moves, and anytime there is a reported change.

Shelter and Utility expenses need to be verified at application, at review when changes are reported, when the group moves, and anytime there is a reported change.

Changes in shelter or utility expenses between applications, reviews, or moves that are not required to be reported would not cause an overpayment if not reported. *Unreported changes that were required to be reported could cause an overpayment. See 16.07.00 Shelter, 16.08.00 Utilities, and section 25.13 Change Reporting Guidelines*

Clarified Policy: Effective 07/26/03 Verify continuing monthly expenses for food unit members to maintain occupancy of the current residence. Some examples of these expenses are rent, mortgage, condo and association fees, property taxes, assessments, and homeowner's insurance. Verify utility expenses to determine if the food unit qualifies for a utility standard. See 16.08.00 and 18.03.00.

Changes in shelter or utility expenses between applications, reviews, or moves that are not required to be reported would not cause an overpayment if not reported.

Shelter and Utility expenses need to be verified:

1. at application,
2. at review if changes are reported,
3. if the group reports a move, and
4. anytime there is a reported change.

23.02.03.01

Old Policy:

Make a claim for a client error that occurred when the FS group unintentionally:

1. Failed to provide you with correct or complete information.
2. Failed to *report a change in household circumstance*.
3. Received FS for which it wasn't entitled pending a fair hearing decision.

Clarified Policy: Effective 07/26/03

Make a claim for a client error that occurred when the FS group unintentionally:

1. Failed to provide you with correct or complete information.
2. Failed to report **a change that was required to be reported**
3. Received FS for which it wasn't entitled pending a fair hearing decision.

A clarifying statement was added to the end of this section:

When determining if an overissuance occurred due to an unreported increase in total gross monthly income, compare the total actual unconverted income amount to the income reporting limit for the household size to determine if the income should have been reported. Enter the converted income amount to determine ongoing benefit eligibility. Use the actual income amount to determine the overissuance.

24.02.02.02.01

The Designation of Authorized Buyer form was changed from DES 11847 to HCF 16004.

24.02.04.02

The Designation of Authorized Buyer form was changed from DES 11847 to HCF 16004.

24.02.06.05

The EBT Card & PIN Responsibility Statement form was changed from DES 11729 with HCF 16007.

24.02.18.03

References to the Division of Workforce Solutions (DWS) were removed. The EBT unit and Public Assistance Fraud section have moved to DHFS.

24.02.20

Wallet card form PHC 16009 was added.

24.02.17.01	Wallet card form DES 11729 was changed to PHC 16009.
25.04	FS Change Reporting Requirements from OM 03-42 were included in this subsection on Earned Income Processing.
25.06	<p><u>New Procedure:</u></p> <p>SSI Pass Accounts</p> <p>Food stamp policy allows for the exemption of income set aside for an SSI pass account. A new field is now available on the AFDU screen called the SSI pass account amount. This field can be used with the following unearned income types: SI, SISS, or SISE. For food stamp budgeting, CARES will subtract the amount entered on the SSI E pass account field from the gross income amount entered.</p> <p>If the SSI pass account amount is greater than the gross income amount, the worker will get the edit message "BTN - FYI - SSI PASS ACCT AMT GREATER THAN 'SI', 'SISS' OR 'SISE' PAYMENT AMT". If the entered amounts are correct, the worker should hit enter again to process. CARES will then budget zero for that income type. See 12.02.33.01 for policy.</p>
25.13	FS Change Reporting Requirements from OM 03-42 were included in this subsection on Change Reporting Guidelines.
TYPOS, TECHNICAL, OR LINK CHANGES	
13.02.00, 13.02.01, 13.02.02	Subsections 13.02.01 and 13.02.02 were deleted and the policy from these sections was included in section 13.02.00 to make it more clear. The policy was not changed.
15.06	The link to 19.01 Fleeing Felons should go to 19.02 Drug Felons. The link was changed.
18.01.02	A broken link was fixed.
20.03	A broken link was fixed.
20.10	A broken link was fixed.
20.17	A broken link was fixed.
20.18	A broken link was fixed.
20.19	The link was changed to several DHFS forms links, including translations in several languages.
20.21	A broken link was fixed.
21.03.02	This reserved subsection was deleted.
Ch 24	"DWD" was changed to "DHFS" and "DWS" was changed to "BHCE" in several places.